



## JOINT FORCE HEADQUARTERS WISCONSIN

WISCONSIN NATIONAL GUARD  
HUMAN RESOURCES OFFICE/J1  
PO BOX 8111  
MADISON, WI 53708-8111  
JOB OPPORTUNITY  
Number 10-144

### WISCONSIN AIR NATIONAL GUARD

**\*APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE/J1 (HRO) BY 4:00 p.m. ON THE CLOSING DATE\***

<b>OPENING DATE:</b> 23 March 2010	<b>CLOSING DATE:</b> 22 April 2010
<b>POSITION:</b> Command and Control Specialist, Position Description Control Number 80364000, GS-2101-9/7	<b>LOCATION:</b> 128 <sup>th</sup> ARW, General Mitchell Field ANG Base, Milwaukee, WI FC: 135A00
<b>SALARY RANGE:</b> GS-9, \$46,453 to \$60,394 annually GS-7, \$37,977 to \$49,365 annually	<b>TYPE OF APPOINTMENT:</b> Excepted - Permanent

Also on our web site at: <http://dma.wi.gov/tech.asp>  
Relocation expenses are not authorized.

### \*\*\* ELIGIBILITY/NOTES \*\*\*

**MILITARY MEMBERSHIP REQUIREMENTS:** This position is open to an enlisted person or person eligible for enlistment in the Wisconsin Air National Guard. Veteran's preference does not apply to positions in this agency.

**Military Grade:** The maximum grade available is E-6. Upon appointment, selectee must be eligible (DA Pam 611-21) to be assigned to one of the following compatible AFSC: 1CXXX.

- The wearing of the military uniform and abiding by the customs and courtesies as prescribed by applicable military service regulations are conditions of employment.
- Participants in the Selective Reserve Incentive Program (SRIP) or the ANG incentive program may be terminated for applicants upon entry in the technician program. See specific agreement for termination rules.
- Employees will be required to participate in direct deposit/electronic fund transfer (DD/EFT).
- Males born on or after 1 January 1960 must be registered with the Selective Service prior to employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants receive consideration for this position without regard to race, religion, color, national origin, gender, age, political affiliation or other non-merit factors.

### \*\*\* REQUIRED QUALIFICATIONS \*\*\*

Applicants must address all the Knowledge, Skills and Abilities (KSAs) and explain the civilian and military work experience (with dates) that support the KSA. \*Remember, only the information shown on the application can be used to evaluate qualifications for this position. Applicants must explain in detail on the application how the knowledge skills and abilities (KSAs) were acquired. **General Experience:** Experience, education, or training which demonstrates the applicant's ability to interpret, explain and apply a variety of regulations and procedures. **Specialized Experience:** Must have **GS-9:** Twenty-four (24) months, **GS-7:** Twelve (12) months of specialized experience which has demonstrated the following knowledge, skills, abilities (KSAs):

- a. Ability to assimilate and apply detailed rules and regulations/instructions.
- b. Ability to accomplish routine administrative tasks.
- c. Ability to prepare and deliver effective written and verbal communications to subordinate and supervisor levels while maintaining a proper working relationship with same.
- d. Knowledge of Air Mobility Command (AMC) mission movement requirements and emergency action message procedures.
- e. Knowledge of command post reporting procedures to include OPREP-3, SITREP and mission movement.

**Substitution of Education for Specialized Experience:** Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 hours classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. Copies of transcripts listing courses and credits earned must accompany application.

**Evaluation Method:** All applicants will be initially screened against the general qualifications and further evaluated on the basis of relevant experience, training and knowledge, skills and abilities listed in the specialized experience.

**Brief Description of Duties and Responsibilities:** Transmits instructions to aircrews and support assets to coordinate launch, recall, execution, and terminating missions in support of operational events. Maintains certification

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in the Emergency Action Procedures (EAP) of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), and National Guard Bureau (NGB). Learn and retain for instant recall and reference, a considerable body of knowledge related to EAP. In a minimum of time and without error, controllers must be able to copy, decode, validate, process and relay the message to appropriate personnel and complete checklist actions in response to any tasking received from HHQ. Establishes priority of actions based on a variety of situations, and uses judgment to resolve multiple tasking received simultaneously. Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department. Serves as the key point of contact on all matters concerning crews, aircraft, the alert facility, Crisis Action Team (CAT), and the Command Post. Provides a variety of briefings to the CAT and the alert force. Responds to numerous quick response situations initiating Quick Reaction Checklists (QRCs). Executes and supports all aspects of Tanker Strategic Aircraft Reconstitution Team (TSART) procedures. Utilizes a variety of communications security (COMSEC) documents in accomplishing mission. Utilizes numerous voice and record communications systems as the primary link between the Wing Commander, CAT and HHQ to accomplish command and control duties and responsibilities. Advises the commander of recommended command and control actions during operational events. Accomplishes recall of the CAT and wing personnel as directed by the commander of HHQ.

**\*\*\* HOW TO APPLY \*\*\***

Submit a summary of your employment history using an OF 612 or Resume, and include the following information:

**(Incomplete applications will not be accepted)**

- Announcement number and title of the position for which you are applying.
  - Your full name, mailing address, appropriate phone numbers, Social Security Number, date of birth and country of citizenship.
  - Your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
  - A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the vacancy. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail, include DD Form(s) 214 (if applicable). You may use continuation pages to include all related experiences. Ensure that both military and civilian experiences are fully described, to include time frames. Highest Federal Civilian grade held (include job series and date held). If you use acronyms explain them.
  - **WRITE A SUMMARY OF EACH KSA, (Knowledge, Skills and Ability), INCLUDING DATES FOR EACH KSA, TO EXPLAIN HOW YOU QUALIFY.** List all pertinent military schools and training completed. Applicants should submit DMA Form 20 and/or 21 to document military schools and address KSAs. Failure to demonstrate these experience requirements may result in disqualification. MOS, Position Description, Job Title, grade and series WILL NOT qualify an applicant.
  - For Job Opportunities advertised at more than one qualifying grade level, you must indicate which grade level(s) you are applying for. Your application will only be evaluated against the grade level(s) that you list on your application.
  - High school and college education (major courses of study, dates of diploma, GED, or any degrees received to include name, city and state of educational institution attended and number of credits earned). To ensure credit for education you must include a copy of your transcript(s).
  - Applicants should include a DMA Form 181 or Standard Form 181.
  - Applications must have an original signature and date. Resumes must have a signed and dated cover sheet.
- \* Note: Separate applications are required if applying for more than one Job Opportunity Announcement.

Send applications to **Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-SVC-ST, 2400 Wright St, Madison, WI 53704-2572**. Applications must be mailed at the applicant's own expense and become property of the Human Resources Office/J1 and will not be returned or photo copied. When circumstances cause your application to arrive after the closing date, you may fax or e-mail [ngwidhrfedstaffing@ng.army.mil](mailto:ngwidhrfedstaffing@ng.army.mil) an exact and complete, signed copy of your application. **Faxes and e-mails must be received in the HRO no later than 4:00 p.m. on the closing date.** If you fax or e-mail your application, the original must be postmarked by the closing date and received no later than seven calendar days following that closing date. **Late applications will not be accepted.** Direct any questions to the Recruitment and Placement Specialist at (608) 242-3722 or DSN 724-3722; fax (608) 242-3726.

**Federal Civil Service Benefits Available:** Group Life Insurance, Health Insurance Programs, Retirement Program, Injury Compensation Benefits, 13 days Sick Leave each year, Annual Leave - 13 days a year for the first three years, 20 days a year for the next 12 years and 26 days after 15 years, 10 paid Holidays and 120 hours Military Leave.

DISTRIBUTION: E, S {Madison (ED), Milwaukee (ED), 128 ACS (ED)}, All HROs

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